



**2001 COMMERCIAL SERVICE ASSESSMENT**  
*A Global Perspective / A Global Career*



May 2000

Dear Prospective Applicant:

Thank you for your interest in the Commercial Service. Our agency employs United States nationals in a number of capacities. This information packet was prepared to assist United States nationals interested in becoming Career Candidate Commercial Service Officers to find information about the Commercial Service and Commercial Service Officer careers. This information packet is in no way exhaustive, and the information contained herein is subject to change without notice.

The Commercial Service offers an outstanding platform for personal and professional growth. As members of the United State's diplomatic corps, Commercial Service Officers commonly have access to persons and places that are beyond the reach of most of their peers. A career as a Commercial Service Officer also provides outstanding opportunities to learn new languages and travel internationally. However, a Commercial Service Officer career is not for everyone. The demands on one's person and family should not be underestimated. Commercial Service Officers spend the majority of their careers overseas, far from home and often in challenging environments. Spouses and other accompanying dependents may find their careers disrupted. Therefore, the decision to become a Commercial Service Officer is one that should involve all of the members of your household.

I hope that I have piqued your interest. I would encourage you to become familiar with our agency. Your application is most certainly welcome.

Sincerely,

Marjory E. Searing  
Acting Assistant Secretary and Director General

# **The Commercial Service**

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## **Table of Contents**

The Commercial Service.....	01
Foreign Commercial Service Officer.....	02
Promoting Diversity.....	04
Assignments and Tours of Duty.....	05
Tenure Requirements.....	06
A New Lifestyle.....	07
Employee Benefits for Commercial Officers.....	10
Fiscal Year 2000 Foreign Service Pay Schedule.....	11
Questions and Answers.....	12



## The Commercial Service

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***The United States and Foreign Commercial Service*** one of four Official Foreign Affairs Agencies under the Foreign Service Act of 1980. The Commercial Service, as we are more commonly known, is responsible for the promotion of United States goods and services overseas and for the protection of United States commercial interests. The other three official Foreign Affairs Agencies include the United States Department of State, the United States Agency for International Development, and the Foreign Agricultural Service. Each agency specializes in one or more functional areas of Foreign Affairs. The Commercial Service is responsible for ***Commercial Affairs***.

***Commercial Service Officers*** are officers of the United States Government, appointed by the President, either directly or through delegated authority, and confirmed by the Senate to represent the Government of the United States to foreign sovereign states. Commercial Service Officers help United States businesses to decide when and whether to begin to export; develop export strategies; and locate export financing and business partners, such as agents, distributors, and joint venture partners. Commercial Service Officers articulate, develop and refine United States commercial policy; coordinate trade missions attended by corporate and government executives that expand United States export market share overseas; and cultivate personal and professional contacts to be used in influencing foreign trade regimes to benefit and defend United States commercial interests. Whether serving ***overseas or domestically***, Commercial Service Officer assignments present the opportunity to use insights gained from personal and professional experience to make a difference in the world.

Serving a substantial portion of their careers at overseas diplomatic missions (often embassies, consulates or trade centers), Commercial Service Officers enjoy access to places and people beyond the experience of most United States Government employees. As an accredited United States diplomat, the Commercial Service Officer is regarded as an official representative of the United States by the accrediting state, and carries the privileges and responsibilities associated with that representation at all times. While the demands on Officers' personal time are great, they are often offset by the opportunity to learn new languages, travel to diverse locations, live in new cultures, and expand professional competencies through first-hand experience in foreign markets.

The following information has been prepared to help you decide whether a Commercial Service Officer career is ***the right choice for you***. Please take the time to familiarize yourself with the challenges, obligations and responsibilities that exist in the Commercial Service. In the end, we hope that you will agree that a career in the Commercial Service is well worth your time and energy.



## Foreign Commercial Service Officer

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***Commercial Service Officers*** (Commercial Officers) serving overseas provide in-country leadership for United States export promotion programs, designed in partnership with other agencies and organizations, to capitalize on existing market potential and create new opportunities. Commercial Officers advocate and intercede with local governments and trade organizations on behalf of United States companies, and develop and utilize an extensive network of host country contacts at the local, regional, and national levels. The Commercial Section at a United States diplomatic mission hosts Congressional, state and local government delegations, as directed by the Ambassador, and coordinates trade delegations led by senior Administration officials. Commercial Officers lead the implementation of Trade Promotion Coordinating Committee country / regional initiatives, support policy negotiations, resolve trade complaints, and implement comprehensive country export promotion programs.

There are currently 201 Commercial Service Officers serving in 158 cities in 85 countries worldwide (and 21 locations within the United States) – usually in locations with the most promising market potential for United States goods and services. Over the course of a 20-year career, the typical Officer can expect to serve in at least five domestic and / or overseas assignments.

***The Senior Commercial Officer*** (SCO) oversees the Commercial Section of an overseas diplomatic mission, including a staff of Commercial Service Officers; local citizen staff, called Foreign Service Nationals, or FSNs; and any United States or third-country national local hires. Commercial Sections may range in size from one or two Officers with only a few FSNs, to large posts with 10 or 12 Officers and 30 or more FSNs. In addition to planning and administering programs and budgets, managing FSNs as we communicate across language and cultural barriers is part of every Commercial Officer's job.

Generally, the SCO reports directly to the Ambassador and is part of the Ambassador's Country Team. Under the general direction of the Ambassador, the SCO and the Commercial Section of the Mission focus on commercial and trade issues. The SCO is the Ambassador's principal advisor on commercial issues, and typically takes the lead in formulating the post's Strategic Commercial Plan. The staff of the Commercial Section work closely with staff from other agencies at the Mission on issues which cut across agency lines (e.g. the United States Department of State, the United States Department of Agriculture, the United States Department of Defense).

### **... and Other Duties as Assigned**

In addition to the duties performed during normal office hours, Commercial Officers serving overseas have ***representational responsibilities*** that must be fulfilled during the evenings or on the weekends. These responsibilities may include hosting social events at

home or attending receptions several times per week in an effort to build professional ties with local officials and business representatives.

The Commercial Officer, like all other Officers at the Mission, must also take his or her turn serving as ***Duty Officer***. The Duty Officer is on call evenings, weekends and holidays, for a week at a time, to handle emergencies. Examples of emergencies include receiving a call from the lawyer of a jailed United States national at 2:00 a.m. demanding immediate assistance from the Embassy, or checking incoming cables on New Year's Day to determine if any urgent issues should be brought to the Ambassador's attention. Officers at a smaller post usually serve as Duty Officer more often.

***During emergencies***, the Ambassador has the authority to deploy staff as he or she sees fit, regardless of the Department to which the staff member belongs. Consequently, a Commercial Officer might find him or herself running the Embassy's motor pool or serving as a Site Officer, organizing and managing logistics for meetings during a Presidential visit. If the host country is undergoing a period of civil disturbance, a Commercial Officer may assist in evacuating United States nationals from the area.



## Promoting Diversity

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The Commercial Service recognizes the value of a diverse workforce and actively seeks to promote diversity. Our diversity is part of what makes us unique, as individuals and as a nation. Aspects of our diversity contribute to our personal identities and allow us to approach problems from different perspectives. Promoting diversity means creating a workplace that is inclusive and permits our organization to benefit from new ideas and innovations.

Through a series of innovative strategies, the Commercial Service taps the wealth of human resource available in the United States' many communities. ***The Ronald H. Brown Commercial Service Fellowship Program*** was inaugurated in 1995 to increase the number of persons from under-represented populations serving in the Commercial Service. We currently have nine fellows in various stages of graduate study at major institutions of higher learning, and gaining professional experience in our Commercial Service domestic field offices. The Commercial Service also actively participates in the ***United States Department of Commerce Diversity Working Group***, an organization that pools the resources of each of the Department's bureaus to educate the public and recruit from among various under-represented populations. Both, in cooperation with the Working Group and separate from it, the Commercial Service has recruited at ***professional conferences***, including the National Urban League, National Association for the Advancement of Colored People, Asian Pacific American Foreign Affairs Council, the President's Committee on the Employment of People with Disabilities (job fair), and the League of Latin American Citizens, to name only a few. The Commercial Service also conducts ***targeted recruitment*** at Historically Black Colleges and Universities, Hispanic Serving Institutions, and Tribally Controlled Colleges and Universities.

The Commercial Service also promotes diversity in its programs. Among those programs specially targeted toward under-represented populations, the ***Global Diversity Initiative*** provides support to minority-owned, new-to-export companies; export marketing training, consulting and support to new-to-export firms; and participation in global trade events. The ***Rural Export Initiative*** utilizes new technology to bring export opportunities to companies in rural areas of the United States; creates local supportive partner networks; and ensures better access to export assistance programs for rural companies. The ***Women's Initiative*** increases market access to women-owned Small- and Medium-sized Enterprises; offers consulting services; and facilitates partner contacts for women-owned firms.

In the belief that diversity is one of our national assets, the Commercial Service has been both, proactive and innovative in its recruitment, employment and programmatic efforts. It is our goal as an organization to ensure that the Commercial Service represents the many faces of the United States in all of its endeavors.



## Assignments and Tours of Duty

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***The Assignments Panel*** is a body comprised of members from within the International Trade Administration that determines all Commercial Service Officer assignments. Decisions of the Assignments Panel take account of such factors as transfer eligibility; personal rank; performance; language proficiency; requirements pertaining to hardship and domestic tours; requirements for substantial overseas service; and the expressed interest of the employee, including considerations of career and professional development. Career (tenured) and Career Candidate (tenure-track) Commercial Service Officers formally express their preferences in the form of a “bid list”. However, the needs of the Service come first; and the Commercial Service reserves the right to direct assign an Officer to a position.

***All Rank Order Register Candidates are direct assigned to positions for their first tours of duty.*** The Rank Order Register is a list of persons who have passed the Commercial Service Assessment, but have not yet been hired as Career Candidate Commercial Service Officers. Rank Order Register Candidates must receive and accept an assignment, pass security and medical clearances, and successfully complete a drug screen to be sworn-in and officially converted to the status of Career Candidate. Once hired and converted to the status of Career Candidate (tenure-track) Commercial Service Officer, new Officers are invited to participate in the bidding process. However, Rank Order Register Candidates cannot bid.

To determine a Rank Order Register Candidate’s assignment, the Assignments Officer reviews position and staffing requirements, and solicits information from candidates pertaining to regional preferences and language abilities. Based on the information provided by candidates, the Assignments Officer attempts to find suitable matches, and makes recommendations to the Assignments Panel. However, all candidates for assignment must be worldwide available, regardless of their personal preferences; and Rank Order Register Candidates who decline their assignments will not receive further consideration by the Assignments Panel. (Candidates who decline their assignments are welcome to re-apply to sit for future administrations of the Commercial Service Assessment and try to qualify for inclusion on a new Rank Order Register.)

The ***standard tour of duty*** for each post is set by the Director General, and varies from four years for non-hardship posts, to two to three years for posts in “hardship” locations. Regardless of the standard tour of duty for a post, all first-tour Commercial Service Officers are assigned two-year tours of duty. ***New Career Candidate Commercial Service Officers are expected to begin a tour of duty at an Export Assistance Center within the United States sometime during their first seven years of service.*** Officers may bid to extend their tours of duty in one-year increments; however, the maximum continuous stay at any given post, foreign or domestic, is five years.





## Tenure Requirements for Career Candidates

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***Career Candidate Commercial Service Officers*** are permitted a maximum of five years to be converted to executive appointment, or “tenured”. Career Candidates are expected to demonstrate professional competence, attested to in a minimum of three performance evaluations (at least one of which must reflect an overseas assignment), and proficiency in at least one foreign language. The decision to convert a Career Candidate to executive appointment is made by a panel of fellow Commercial Service Officers called the ***Commissioning and Tenure Board***. Tenured Commercial Service Officers are called “Career Commercial Service Officers”. Failure to be converted to executive appointment by the expiration of the fifth year of continuous service as a Career Candidate will result in separation from the Service.

Advancement as a Commercial Service Officer is entirely dependent upon an Officer’s skills and aspirations. Commercial Service Officers are eligible to enter the ranks of the Senior Foreign Service and the Ambassadorial Class. However, promotions are merit-based and do not take account of length of service. Once converted to executive appointment (“tenured”), the ***“up or out”*** nature of the Service forces Commercial Service Officers to continually demonstrate superior performance or risk being separated from the Service. The intent of this policy is to ensure the progressive advancement of highly skilled and talented employees through the ranks of the organization, and retain the expertise and experience of our most capable Officers.





## **A New Lifestyle**

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#### **... Housing**

When a Commercial Service Officer arrives at an overseas post, he or she will be met by a “sponsor”, who introduces the Officer to mission personnel and provides assistance with shopping, schools, household help, etc. for the first few weeks of the assignment.

Commercial Service Officers serving overseas are provided United States Government-owned or leased quarters, or are given a living quarters allowance which covers rent and utilities at a given duty station. Some quarters are unfurnished, except for major appliances, such as stoves, refrigerators, freezers, washer machines and dryers. Travel orders, therefore, usually allow for a full shipment of household effects (up to 18,000 lbs.). Effects not shipped may be stored at United States Government expense. The total weight of shipped and stored effects may not exceed 18,000 lbs., however. At some duty stations, basic furniture is provided. In this case, a limited shipment of household effects is authorized (7,200 lbs.). The United States Government does not provide housing, nor does it defray the cost of housing, for Commercial Service Officers serving within the United States or its territories.

Housing varies by post. In some developed countries, it is of high quality, though it can be small by United States standards. In less developed countries, quarters are usually very comfortable by local standards, but may not equal United States standards.

#### **... Vehicles**

Vehicles that meet local import and licensing requirements may be included in an Officer’s authorized shipment. Vehicles that do not meet local standards may still be imported (depending on the post to which an Officer is assigned); however, their use in-country may require the owner to make significant alterations to the vehicle to comply with local standards.

Arrangements may also be made to ship newly purchased vehicles that meet local standards directly to post from the manufacturer; or vehicles may be purchased on the local market. A market for vehicles often exists within the diplomatic community among Officers who are leaving post and those who have recently arrived. There are significant restrictions that vary by country pertaining to the sale by diplomats of vehicles outside the diplomatic community.

#### **... Allowances and Differentials**

A cost of living allowance is provided when the cost of living differential between a post and Washington, DC is significant. Post differential is a fixed percentage of an Officer’s base salary, ranging from five to twenty-five percent, that is intended to compensate

Officers for service in locations with exceptionally difficult living conditions. Danger pay is another allowance that compensates Officers for service in locations that present significant security risks. Education allowances will be discussed, below, under “Schools and Education Allowances”. Depending upon the duty station to which an Officer is assigned, one or more of the above allowances may apply.

### **... Accompanying Dependents**

Legal dependents planning to accompany an Officer to post must pass a physical examination, called a “medical clearance”. In rare cases, dependents may not be allowed to accompany the Officer because of dangerous conditions at post, or for reasons related to the results of the medical clearance conducted on the dependent in question. In cases where a dependent cannot or does not wish to accompany the Officer to post, a *separate maintenance allowance* may be available.

Many training and orientation resources are available to Officers’ legal dependents through the United States Department of State Overseas Briefing Center and Family Liaison Office.

### **... Employment Opportunities for Spouses and Accompanying Dependents**

The United States has Bilateral Work Agreements or de facto reciprocal work arrangements with some of the countries staffed by Commercial Service Officers. Bilateral Work Agreements may enable dependents of United States Government employees assigned to official duties at United States diplomatic missions to seek employment on the local labor market. In the case of de facto reciprocal work arrangements, dependents may apply through specified channels for a permit to work in the local economy.

United States diplomatic missions usually make an effort to hire the dependents of Officers stationed there to fill primarily administrative or consular positions at post; however, vacancies are usually limited in number. It is important to note that it is often difficult for the spouses of Commercial Service Officers to find gainful employment on the local labor market in most foreign countries. Commercial Service Officers and their dependents may make use of the resources of the United States Department of State Overseas Briefing Center and the Family Liaison Office to learn more about overseas employment opportunities for spouses and accompanying dependents.

### **... Schools and Education Allowances**

While Officers serve overseas, the full cost of tuition at a United States Government-sponsored school at post is provided for all dependents through Grade 12. If there are no United States Government-sponsored schools at an Officer’s post of assignment, the Commercial Service offers an *education allowance* to defray the cost of tuition, room and board, and periodic transportation between post and the nearest locality where an adequate school is available.

United States Government-sponsored schools include those founded by United States companies, church organizations, and individual proprietors. Most are nonprofit, nondenominational, independent schools, established on a cooperative basis by United States citizens residing in foreign communities. These schools receive assistance and support from the United States Government under a program administered by the Office of Overseas Schools at the United States Department of State. The purpose of this assistance is to help schools provide adequate educational opportunities for the dependents of United States Government employees and to demonstrate to foreign nationals the philosophy and methods of American education. Many such “accredited” schools are open to nationals of all countries and their teaching staffs, while predominantly American, include foreign nationals.

These schools range from tiny schools with only a few elementary school pupils to large schools of over 1,000 students, providing education through high school. Instructional programs provide a core curriculum that prepares students to enter schools, colleges and universities in the United States. The language of instruction is English, supplemented at most schools with instruction in the local language. The content of the curriculum is American, but may vary, depending on the proportion of United States nationals in the student population. The curricula tend to be largely academic and the quality of instruction ranges from good to excellent at most schools.



## Employee Benefits for Commercial Officers

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The Commercial Service offers a competitive employee benefits package for Commercial Service Officers. Covered benefits include the following.

#### ... Retirement

Commercial Service employees, appointed as Career (tenure) or Career Candidate (tenure-track) Commercial Service Officers, are subject to the Foreign Service Retirement and Disability System (FSRDS) or Foreign Service Pension System (FSPS), depending on the individual's Federal employment history. There is a mandatory retirement age of 65 under the Foreign Service Retirement System. (The minimum retirement age is 50 with 20 years of creditable service, five years of which must have been covered by the Foreign Service Retirement System.)

#### ... Leave

**Sick leave** is earned at a rate of thirteen days per year by all Commercial Service Officers, regardless of the number of years of service. **Annual leave** is earned at a rate of four, six, or eight hours per pay period, depending on the length of service. In addition to annual leave, **home leave** is accumulated at a rate of fifteen working days (plus travel time) for each year of overseas service. A minimum of eighteen months of continuous service abroad is required for home leave eligibility, and Officers must take home leave after three years of continuous service overseas. Under home leave, the United States Government pays roundtrip travel expenses for the employee and eligible dependents to the employee's designated home leave address in the United States.

#### ... Other Benefits

Commercial Service Officers are also eligible to participate in the Thrift Savings Plan, Federal Employees Health Benefits Program, and the United States Government Life Insurance program.



# Fiscal Year 2000 Pay Schedule

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The following pay schedule is current for Fiscal Year 2000 only.

Fiscal Year 2000 Foreign Service Pay Schedule: Overseas								
		Step						
		1	2	3	4	5	6	7
C	FO/FP-01	77,614	79,942	82,341	84,811	87,355	89,976	92,675
L	FO/FP-02	62,890	64,777	66,720	68,722	70,783	72,907	75,094
A	FO/FP-03	50,960	52,489	54,063	55,685	57,356	59,077	60,849
S	FO/FP-04	41,292	42,531	43,807	45,121	46,475	47,869	49,305
S	FO/FP-05	33,459	34,463	35,497	36,562	37,658	38,788	39,952

Fiscal Year 2000 Foreign Service Pay Schedule: Overseas								
		Step						
		8	9	10	11	12	13	14
C	FO/FP-01	95,455	98,319	100,897	100,897	100,897	100,897	100,897
L	FO/FP-02	77,347	79,667	82,057	84,519	87,054	89,666	92,356
A	FO/FP-03	62,674	64,555	66,491	68,486	70,541	72,657	74,836
S	FO/FP-04	50,784	52,307	53,877	55,493	57,158	58,873	60,639
S	FO/FP-05	41,150	42,385	43,656	44,966	46,315	47,705	49,136



## Questions and Answers

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*Q. How does age affect your ability to become a Career Candidate Commercial Service Officer (tenure-track)?*

A. The Foreign Service Act of 1980 requires that Career and Career Candidate Commercial Service Officers be retired at the end of the month during which the officer reaches the age of 65. To retire under the Foreign Service Retirement System, one must have vested at least five years of service in the System. To ensure full retirement benefits to our Career and Career Candidate Officer corps, the Commercial Service deems all persons over the age of 59 ineligible for appointment as Career Candidate Commercial Service Officers.

*Q. How do health or medical conditions affect your ability to become a Career Candidate Commercial Service Officer (tenure-track)?*

A. All applicants and their accompanying dependents are required to submit to a medical examination to determine fitness for service as a Commercial Service Officer. Applicants are also required to pass a drug screen.

The purpose of the examination is to determine whether the applicant and his or her accompanying dependents are free of medical conditions which require specialized evaluation and / or medical care, or which would be aggravated by environmental factors at certain overseas locations.

On a case-by-case basis, the Commercial Service may grant an administrative waiver of pre-employment medical standards. The well-being of the applicant and accompanying dependents, cost to the United States Government, and the best interests of the Service are taken into account when determining whether to grant an administrative waiver. If granted, the applicant and / or accompanying dependent(s) receives a limited medical clearance for overseas assignment. Under no circumstance will the drug screen be waived, nor will an applicant who has failed a drug screen be hired.

*Q. What happens to my Civil Service retirement benefits when I become a Career Candidate Commercial Service Officer (tenure-track)?*

A. Civil Servants who become Commercial Service Officers will have their retirement systems converted, as follows:

**From... (Civil Service)**  
CSRS (Code 1)  
CSRS OFFSET (Code C)  
FERS (Code K)

**To... (Foreign Service)**  
FSRDS (Code 3)  
FSRDS OFFSET (Code G)  
FSPS (Code P)

Retirement deductions would automatically be transferred from the Civil Service Retirement Fund to the Foreign Service Retirement and Disability Fund, or from the Federal Employees Retirement System to the Foreign Service Pension System.

**Payroll Deductions for Retirement:**

FSRDS: 7.0% of base pay  
FSRDS OFFSET: 0.8% of base pay  
FSPS: 1.3% of base pay

**Retirement Eligibility under the FSRDS, FSRDS OFFSET, and FSPS:**

Age 50 with 20 years of service  
Age 60 with 5 years of service  
FSPS only: Age 55 with 10 years of service

**Basic Annuity:**

FSRDS and FDRDS OFFSET: 2.0% of high three salary for each year of service  
Maximum annuity is 70%  
FSPS: 1.7% of the average salary for the first 20 years of service. 1.0% of the average salary for each year of service over 20 years.

*Q. From the date of assignment, how long does it take to complete my clearances, take my oath-of-office, and arrive at my assigned duty station?*

A. Once the Rank Order Register is finalized, the Assignments Officer examines position requirements and identifies prospective vacancies that may be filled with candidates off the Rank Order Register. The Assignments Panel, composed of members from the Commercial Service, Market Access and Compliance, and Trade Development, makes assignments decisions based on the recommendations of the Assignments Officer.

Candidates are assigned off the Rank Order Register in the order that they appear on the list, from the person with the highest score to the person with the lowest. The Rank Order Register is valid for a period of two years from the date it is accepted by the Assistant Secretary and Director General of the United States and Foreign Commercial Service. There is no guarantee of assignment off the Rank Order Register.

Once an assignment has been made, the assigned Rank Order Register Candidate receives a conditional offer of employment and has to either accept or decline the offer. Should the candidate accept the offer, the Commercial Service initiates security and medical clearances (it is incumbent upon the candidate to truthfully completed and signed all paperwork in a timely manner). To have a conditional offer of employment confirmed, the Candidate must have been granted both, a Top Secret security and medical clearance, and pass a drug screen. All together, the clearance



process can take six or more months to complete, depending upon the candidate's experience and travel history, during which time the Rank Order Register Candidate remains outside the employ of the Commercial Service as a Career Candidate Commercial Service Officer.

Once all clearances have been granted, the Commercial Service will schedule a formal swearing-in ceremony, during which time, the Candidate will be expected to take an oath-of-office and sign appointment affidavits. Only after the candidate has taken an oath of office, signed all appointment affidavits, and had a Standard Form 52 processed in his / her name, reflecting a confirmed appointment, does the Rank Order Register Candidate become employed by the Commercial Service as a Career Candidate Commercial Service Officer (tenure-track).

Once sworn-in, Career Candidates draw salaries from the Commercial Service. However, when applicable, their arrival at post may be delayed until they either receive the requisite language proficiency score or receive an administrative language proficiency waiver from the Assistant Secretary and Director General of the United States and Foreign Commercial Service. Language training may take from a few weeks to one year to complete. New Career Candidates will also be required to submit to one month of basic training, including course work relevant to Equal Employment Opportunity, Diversity Training, Conflict Resolution, and Security Overseas, among other topics. Consultations with relevant personnel within the International Trade Administration and at other agencies may also be required as a means of formal introduction.

*Q. What happens if I decline my conditional offer of employment as a Career Candidate Commercial Service Officer (tenure-track)?*

A. Rank Order Register Candidates who decline their conditional offers of employment are removed from further consideration off the relevant Rank Order Register. To receive further consideration, candidates who decline their conditional offers of employment are required to pass the next administered Commercial Service Assessment and await their turn on the resulting Rank Order Register.

All Career and Career Candidate Commercial Service Officers are required to be available for worldwide assignment. When you decline your assignment, you are indicating that you cannot meet this requirement. Furthermore, your assignment is an offer of employment, conditioned upon the successful completion of a Top Secret security and medical clearance and a drug screen. By declining your assignment, you are declining an offer of employment.

